GENERAL CAMPUS INFORMATION – NORTH ANDOVER

Educational Facilities

The school building has approximately 15,000 sq. ft. of furnished classroom and office space dedicated to the CDL training program. There is approximately another 10,000 sq. ft. of furnished classrooms, shop and office space dedicated to the HVACR training program. The school has a high-tech virtual driving simulator used for one-on-one training on proper shifting techniques. There is also a computer learning resource room.

In addition, there is a satellite location .5 miles from the main campus at 1437 Hilldale Avenue, Haverhill, MA. At this location there are approximately 6 acres of paved area used for the hands-on vehicle backing and maneuvering phases of the CDL training. There are two modular buildings that are fully heated and cooled to provide shelter for students and staff when they are not operating commercial vehicles on the training field. The shelter buildings also have restrooms and vending machines.

In addition to its campus facilities, NETTTS makes use of the roads and highways of Massachusetts and New Hampshire.

Tuition and Fees

Program	Total Hrs.	Rate per Hr.	Tuition	Reg. Fee	Total
CDLA – 540 Commercial Drivers' License Program	600	$21.24	$ 12,745.00	$50.00	$12,795.00
CDLA – 160 Commercial Drivers' License – Preparation Program	160	$40.90	$ 6,545.00	$50.00	$6,595.00
CDLB – 80 Heavy Straight Truck Training Program	80	$50.56	$ 4,045.00	$50.00	$4,095.00

Program	Rate per Hour	Tuition	Registration Fee	Books and Materials	Total
HVACR10 – HVACR Technology Program**					
Academic Year 1 900 Hours	$20.83	$18,759.00	$50.00	$750.00	$19,559.00
Academic Year 2 300 Hours	$20.83	$6,23600	$0.00		$6,236.00
TOTALS		$24,995.00	$50.00	$750.00	$25,795.00

***** Books, Materials and Student Tool Set included in the tuition.***

RELATED COSTS

Registry of Motor Vehicles permit, license fees and conversion fees are additional and must be paid by the student.

Massachusetts Breakdown of Related Costs:

1:	**Permit:**	
	A: Application Fee	**$35.00**
	B: General Knowledge	**$10.00**
	C: Combination	**$10.00**
	D: Airbrakes	**$10.00**
	E: Endorsements (optional)	**$10.00 each**
2:	**Conversion Fee:**	**Up to $75**

New Hampshire Breakdown of Related Costs:

1:	**Permit**	
	A: Application Fee	**$20.00**
	B: General Knowledge	**$10.00**
	C: Combination	**$10.00**
	D: Airbrakes	**$10.00**
	E: Endorsements (optional)	**$10.00 each**
2:	**Conversion Fee:**	**Up to $75**

***Students must pass a DOT physical exam and drug test prior to any field training.**

The fees listed are subject to change without notice by each of the granting States. Contact the Registry of Motor Vehicles for fee updates.

CDL Training Programs Only - There is no additional tuition charge for repeated periods and only the new grade will count for the cumulative grade average.

ADMISSIONS PROCEDURES

Applicants seeking admission to the school must have a personal interview with the Director of Admissions or an Admissions Representative. The personal interview may be conducted at the school or in the applicant's home. If the applicant is a minor, at least one parent or guardian must be in attendance during the interview.

GENERAL ADMISSIONS REQUIREMENTS – (HVACR Technology Program)

To be accepted for admission into the HVACR Technology Program, an applicant must possess a valid high school diploma or a General Equivalency Diploma (GED). All high school diplomas must be issued from a school that is recognized by a state educational authority. All foreign diplomas must be certified and translated to confirm the equivalency of a US high school diploma.

In addition, an applicant must take and pass an entrance exam. The school utilizes the Wonderlic Scholastic Level Exam (SLE). An applicant must achieve a minimum score of 12.

Applicants must be in good physical condition and complete a personal interview with a NETTTS

Authorized Representative. The personal interview will ascertain that each applicant will have the ability to gain the knowledge and skill for the training offered and for successful on-the-job performance after completion of the training. Each applicant must be recommended for admission by one of NETTTS Authorized Representatives. The applicant must be beyond the compulsory attendance age of secondary education in the applicant's state, and the applicant cannot be attending a school at the secondary level.

GENERAL ADMISSIONS REQUIREMENTS – (CDLA and CDLB Programs)

To be accepted for admission into one of our CDL programs, an applicant must submit documentation of possessing a valid high school diploma or a General Equivalency Diploma (GED, HiSet,TASC) prior to starting training. All high school diplomas must be issued from a school that is recognized by a state educational authority. All foreign diplomas must be certified and translated to confirm the equivalency of a US high school diploma. In the alternative, applicants not possessing a valid high school diploma or GED may take the Wonderlic Scholastic Level Exam (SLE) which is an approved exam used at NETTTS. An applicant must obtain a minimum passing score of 11 to gain acceptance to one of our programs. (Please note that only applicants possessing a valid high school diploma or GED are eligible to receive Federal financial aid.)

Applicants must also possess a valid driver's license or permit from Massachusetts, New Hampshire or Maine, be at least eighteen years of age, and be in good physical condition. Additionally, all applicants must complete a personal interview with a NETTTS Authorized Representative. The personal interview will ascertain that each applicant will have the ability to gain the knowledge and skill for the training offered and for successful on-the-job performance after completion of the training. Each applicant must be recommended for admission by one of NETTTS Authorized Representatives. The applicant must be beyond the compulsory attendance age of secondary education in the applicant's state, and the applicant cannot be attending a school at the secondary level.

REFUND AND CANCELLATION POLICY

CANCELLATION POLICY

(1) If the Applicant cancels this Agreement within 5 days of signing, all monies will be refunded in full. (2) If the application is not accepted by the school, all monies paid by the Applicant will be refunded in full. (3) Applicants who have not visited the school facility prior to enrollment may cancel without penalty within 5 days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment.

REFUND POLICY, (As Per M.G.L. Chapter 255, Section 13K):

1. **You may terminate this agreement at any time.**
2. **If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.**
3. **If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in Paragraph 7.**
4. **If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in Paragraph 7.**

5. **If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty percent of the tuition, less the actual reasonable administrative costs described in Paragraph 7.**
6. **If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs described in Paragraph 7.**
7. **If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made part of this agreement.**
8. **If you wish to terminate this agreement, you must inform the school in writing of your termination which will become effective on the day such writing is mailed.**
9. **The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.**

All refunds to the student in the case of withdrawal or termination will be made within (45) forty-five days from the date of determination and all calculations will be determined from the student's last day of attendance.

<u>For HVACR Technology Program only</u> – The above refund policy will be applied to the academic year that a student is withdrawing from.
Administrative costs equal: $50.00

Statement: For information regarding any applicable 3rd Party funding agency, refund or return of funds policies (e.g., Title IV, Veterans Administration, WIA, etc.) may be obtained in the Registrar's office.

<u>CAMPUS SECURITY</u>

Campus safety at NETTTS is of paramount importance to NETTTS personnel and students. There has been no on-campus criminal offences in the last three years. The complete Campus Crime and Security reports are available for review in the Director's office.

<u>ACCESS TO STUDENT RECORDS</u>

The Family Educational Rights and Privacy Act (FERPA) (20 U>S>C> 1232g; 34 CFR Part 99) protects the privacy of student educational records.

Under FERPA parents of students have certain rights to their children's education records. Upon reaching the age of 18, these rights transfer to the student.

Students and eligible parents have the right to review their education records. A student seeking to review his/her education record shall submit a request in writing to the school's Registrar's office. Depending on the age of the record, it can take up to 7 days for a record to be retrieved. The student will be notified promptly once the record is available for inspection at the school.

Copies of transcripts, attendance records, and payment ledger cards will be provided free of charge. A copy of the complete educational file will be provided within 24 hours for a $10 fee.

Upon inspection, if the student/parent notices anything incorrect, they should contact the Registrar's office so they can have the incorrect record updated once supporting documentation is submitted to the Registrar's office. If the institution decides to not amend the record, the student or eligible parent has the right to a formal hearing. Students and eligible parents also have the right to place a statement with the record for any contested information. These requests/rights should be made with the Registrar's office.
Institutions must have written consent from students and/or eligible parents in order to release any information from a student's education record. Schools may however disclose education records without consent to the following parties:

a. Institution officials with legitimate educational interest
b. Schools the student is transferring to
c. Officials for evaluation or audit purposes
d. Parties in connection with financial aid to the student
e. Accrediting organizations
f. In compliance with a judicial order or under a lawfully issued subpoena
g. Officials in cases of health and safety emergencies
h. State and local authorities within a juvenile system pursuant to specific State law

Institutions may disclose the following directory information as long as the school informs students and eligible parents and allows for a request by the student/eligible parent to decline any directory information be disclosed:

a. Student name
b. Address
c. Phone number
d. Date and place of birth
e. Dates of attendance

Should a parent/eligible parent wish to decline directory information be disclosed they can do this request by contacting the Registrar's office.

Students can submit complaints regarding privacy violations with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC.

<u>SCHOOL RULES AND REGULATIONS</u>
The following school rules and regulations must be observed at all times. Violation of any of the rules and regulations may lead to immediate termination of the student.

Students:

1. **Are expected and required to conduct themselves in an adult and professional manner at all times. Respect and courtesy toward fellow students and school employees is required. Serious infractions may result in dismissal.**
2. **May not report to school under the influence or possession of drugs, including alcohol during school hours. Failure to adhere is cause for immediate dismissal. Suspected use of drugs, including alcohol will result in suspension of the suspected student's training for that day.**
3. **May not use excessive profanity.**
4. **May not steal any property – belonging to the school or any person.**
5. **May not have excessive absence or tardiness as outlines in the school's attendance policy.**
6. **Must keep tuition account current.**

7. **Must maintain satisfactory progress**